COTS Organizational Workgroup
Meeting Minutes
August 8, 2000

[Back to Resources Page](#)

Members Present: Ray Davis, DGIF (Chairman); Jerry Simonoff, DTP; Gerry Pacyna, SCC; Ted Woods, VHDA; Phil Bomersheim, CCC; Mike Thomas, DIT; Murali Rao, VDOT; Bill Price, DCR; Mike O'Neil, DSS; Bernie Hill, DOC.

Members Absent: Keith Segerson, GMU.

Staff Present: Dan Ziomek, DTP; Diane Wresinski, DTP.

Staff Absent: David Nims, COTS Executive Director.

Guests: Randy Stephens (Contractor - CACI) for David Nims.

Agenda:

- 9:00 to 9:10 Opening Remarks and Review of July Minutes
- 9:10 to 9:40 Review and Discussion of a Comprehensive COV AIO Strategy:
    - Proposed AIO Letter from the Secretary of Technology (draft from Ulysses Brown).
    - Proposed 2001 Legislation Changes.
- 9:40 to 10:25 Discussion of the Future Role of the Workgroup
    - Continue PSG Review?
    - Other Business?
- 10:25 to 10:30 Summary of Workgroup Decisions

- 10:30 Adjournment - Location, Date & Time of Next Meeting?

Discussion:

The August 8, 2000 COTS Organizational Workgroup meeting was called to order by the Chairman, Ray Davis. The July minutes were approved without revision.

The chair led a general discussion of agency information officer (AIO) strategy. The discussion included: the legislative intent of the AIO law; a draft, proposed AIO legislation change provided by Ulysses Brown (former DHR representative to the workgroup); the pros and cons of AIO legislation change; the communication needs of the Technology Secretariat and COTS; and, AIO development needs. The following comments were expressed by members:

- We need to establish a clearer vision of what an AIO is and what an AIO should do; we should invite Secretary Upson to speak to the workgroup on the issue.
- We do not have a complete understanding of Delegate Joe May's (sponsor of the legislation) intention in requiring departments to have an AIO; we should invite him to meet with us. He can clarify whether the department reference is a technical error or an intentional limitation in the law.
- Any AIO strategy must emphasize their use of face-to-face communication with their constituency, in addition to more common written and electronic forms of communication.
- We need to meet with Secretary Upson and Delegate May <u>before</u> we address AIO development issues.
- We need to determine what other states are doing for AIO (or their equivalent) development.

A motion to 1) not recommend a change in the present AIO legislation for the coming session, and 2) invite Delegate May to provide direction regarding his legislative intent was passed unanimously.

A discussion of the future role of the workgroup included the following general comments and background information:

- The newly established COTS Executive Committee will recommend the creation and disbanding of workgroups. They meet for the first time on August 14, 2000.
- Until further guidance is received from the Executive Committee, the Organizational Workgroup should concentrate on reviewing both existing and proposed COV ITRM policies, standards, and guidelines (PSG). The workgroup should refer action on specific PSG to other workgroups, when appropriate.
- Development of a proposed plan and PSG review outline should be handled, initially, by workgroup staff and should include at least the following recommendations: 1) delete; 2) keep, but revise format; 3) keep, but revise both format and content; or 4) develop a new PSG.

Summary of Workgroup Decisions:

1. At the present time, the workgroup will not propose any change to current AIO law.
2. Ray Davis and/or Dan Ziomek will contact both Secretary Upson and Delegate May regarding their availability to speak with the workgroup about the AIO legislation.
3. Workgroup staff will prepare a plan for review of COV ITRM policies, standards and guidelines by COTS.
4. The workgroup will revisit the subject of a comprehensive AIO development strategy at a future meeting, after additional input from the Secretary and Delegate May.

Meeting Schedule:

The next meeting date for the COTS Organizational Workgroup is September 12, 2000. The meeting will be conducted at the Department of Information Technology (DIT), Executive Conference Room, starting at 1:30 PM. As a reminder, future meetings have been scheduled on the following dates (1:30 PM in the DIT Executive Conference Room): October 10, November 7, and December 5.